

**RHODE ISLAND DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

**GUIDELINES FOR REFERRAL OF UNLICENSED/UNCERTIFIED DAYCARE  
FACILITIES TO ATTORNEY GENERAL'S OFFICE**

August 26, 1991

1. Complaint received by day care supervisor and assigned to a worker for investigation.
2. Unannounced site visit by worker to determine if day care is being provided. Worker will observe to see if there is evidence that child care is being provided and will speak to individual(s) about complaint to obtain information.
3. If the worker determines that day care is being provided, the worker will notify the individual(s) verbally of the law requiring day care to be licensed/certified and inform them that they must either come in for licensing/certification or cease operation.
4. The worker will follow up the site visit with written notification to the individual(s), giving them 30 days to begin licensing/certification process or provide us with written notification that they are no longer providing day care. They will be informed in this notification that failure to respond within 30 days will result in referral to the Attorney General's office for enforcement. If the individual responds that they are no longer providing day care and another complaint is received at a later date, a referral will be made at that time.
5. The referral to the Attorney General's office should consist of a cover letter (drafted by Legal Counsel) signed by the Executive Director with appropriate documentation attached. A letter should be sent to the individual notifying them of the referral.